

<div style="display: flex; justify-content: space-between;"> <span>REQUEST FOR INCREASE OF T/O OF ORGANIZATION</span> <span style="font-weight: bold; font-size: 1.2em;">CONFIDENTIAL</span> </div>			
<small>NOTE: Submit this form in original only.</small>			
<b>FROM:</b> Deputy Chief, Administrative Services		<b>THIS DATE</b> 30 March 1951	
<b>TO:</b> DEPUTY DIRECTOR FOR ADMINISTRATION THROUGH: Advisor for Management Personnel Director Comptroller	<b>CLEARANCES:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> APPROVED  <input checked="" type="checkbox"/> CONCUR  <input checked="" type="checkbox"/> CONCUR  <input checked="" type="checkbox"/> CONCUR                         </div> <div> <input type="checkbox"/> DISAPPROVED  <input type="checkbox"/> NON-CONCUR  <input type="checkbox"/> NON-CONCUR  <input type="checkbox"/> NON-CONCUR                         </div> </div>		<b>Initials</b> <div style="border: 1px solid black; width: 100px; height: 50px; margin-top: 10px;"></div>
It is requested that an increase in the present T/O of the <u>Administrative Services Office</u> be approved for <u>          </u> new positions.			
OFFICE	NUMBER	BRANCH, DIVISION OR	
The current status of the T/O for this organizational segment is as follows:			
Present T/O - - - - -		<div style="border: 1px solid black; width: 100px; height: 50px;"></div>	
On Duty - - - - -			
In process and awaiting EOD - - - - -			
Proposed (new T/O) - - - - -			
Funds (are) (not) available.			
Degree of urgency: (Reference attached justification)			
See attached memo to Advisor for Management		<div style="border: 1px solid black; width: 150px; height: 30px; margin-bottom: 5px;"></div> Deputy Chief, Administrative Services	
* <i>Cover all But</i> <span style="border: 1px solid black; display: inline-block; width: 30px; height: 15px; vertical-align: middle;"></span> <i>positions for</i>		SIGNATURE OF ASSISTANT DIRECTOR OR OFFICE CHIEF	
FORM NO. 30-20 JAN 1951		<div style="font-weight: bold; font-size: 1.2em;">CONFIDENTIAL</div>	

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